



FINGERPRINTING FOR CHILD CARE PROVIDERS

WHERE: 4-C Office, 155 N Third St, Suite 300, DeKalb, IL 60115, 3rd Floor Conference Room.

WHEN: Fingerprinting is typically held on the third Friday of the month from 1:00p.m. to 4:00p.m.

Dates and Times may vary due to scheduling conflicts.

Please check, www.accuratebiometrics.com for current dates and times and additional fingerprinting sites.

There is no need for an appointment. Fingerprinting takes just 5 minutes although wait times may vary.

WHO CAN BE FINGERPRINTED:

- **Current and new family child care providers and center staff required to be fingerprinted for DCFS Licensing**

In order to be fingerprinted, you will need to bring a completed DCFS Background Check Form and a valid driver's license or state photo ID. Please call your DCFS Licensing Representative if you have questions about the form.

Child care center staff need an additional document available from their center administrator.

- **License Exempt providers paid through the Child Care Assistance Program (CCAP) to care for a non-relative child**

In order to be fingerprinted, you will need to bring a valid driver's license or state photo ID, and the Authorization for Background Check Form *with the authorization number and details completed by 4-C CCAP staff.*

Please call 4-C at 815-758-8149 or 800-848-8727 ext. 243 if you have questions about the form.

Please Note: 4-C is a host site for fingerprinting services offered by Accurate Biometrics. Any questions about fingerprinting are best directed to Accurate Biometrics or Department of Children and Family Services licensing staff (for licensed programs). 4-C staff do not handle fingerprinting paperwork for licensed providers.